

AADD CONTRACT

Authority to Advertise District Delegation Process

STRUCTURE DESIGN

PREPARATION MANUAL

June 2005

Division of Engineering Services
Structure Design

| MILESTONE | RESPONSIBLE UNIT | ACTION |
|--|--|--|
| DRAFT PS&E | Division of Engineering Services Structure Design (DES SD) or Division of Maintenance Structure Maintenance & Investigation (DM SM&I) | <ol style="list-style-type: none"> Design Branch (SDT) readies plans for DRAFT PS &E <ol style="list-style-type: none"> makes corrections to plans after review by Structure Specifications and Estimating units create TIFF files from Structure's Plans (DGN files) <ul style="list-style-type: none"> see IPLOT USER'S MANUAL Place TIFF files in ROLLOUT/AADD Directory <ul style="list-style-type: none"> Path:\\sv59s01\AADD under DISTRICT=>EA=>in DRAFT (date) folder Design Branch (PE) delivers to Structure Specification Engineer <ol style="list-style-type: none"> Hardcopy of Structure's plan (11x17) 2nd submittal of Memo to Specification Engineer/ Esatimator the path to the TIFF files Structure Specifications collects DRAFT PS&E package along with pertinent information/comments and delivers to District (electronically) <ol style="list-style-type: none"> emails transmittal memo to District <ul style="list-style-type: none"> Transmittal memo to include location of TIFF files and any pertinent information/comments DES SD Branch confirms with the District PM the FINAL PS&E milestone and whether or not this is an AADD project. Any revisions after the DRAFT PS&E, but before receiving redlines from the District, can be resent to the District by: <ol style="list-style-type: none"> resending the whole set of files create TIFF files from Structure's Plans (DGN files) <ul style="list-style-type: none"> see IPLOT USER'S MANUAL place TIFF files in AADD Directory <ul style="list-style-type: none"> Path:\\sv59s01\AADD under DISTRICT=>EA=> in DRAFT (revised date) folder |
| DRAFT PS&E | District | 1. Review DRAFT PS&E package |
| Structure AADD Notification (FINAL PS&E) | District (Information to be received by Structure no later than 3 weeks before FINAL PS&E milestone) | <ol style="list-style-type: none"> Returns redline comments/corrections to Structure Design along with a copy of the District's plans. District OE will determine if this project is an AADD project by this time. District OE Emails information for the upper right-hand corner to DES SD Branch (triggers Expedite) <ul style="list-style-type: none"> total Kilometer Post starting page number of structure plans total number of pages "Plans Approval Date" |

| MILESTONE | RESPONSIBLE UNIT | ACTION |
|--|--|--|
| Structure AADD Notification (FINAL PS&E) | DES SD or DM SM&I (3 week turnaround from receipt of FINAL PS&E Notice to emailing the transmittal memo to District is required) | <ol style="list-style-type: none"> 1. Receives FINAL PS&E Notice verification from District DES SD Branch sends copies of Final SPS&E Notice to Specifications and Estimating 2. Design Branch (SDT) prepares Structure Plans for Expedite <ol style="list-style-type: none"> a) makes final corrections b) places Quantities List on GP c) places information in the upper right-hand corner <ul style="list-style-type: none"> * total Kilometer Post * starting page number of structure plans * total number of pages d) Places "Plans Approval Date" e) Places Electronic Signature with Authorization date on each sheet f) Generate forms for transmittal of TIFF files to District <ul style="list-style-type: none"> * Authorization for Electronic Signature * PS&E CADD Submittal * Drafting Plan Review Checklist * Federal Codes (if required) g) Create TIFF files from Structure's Plans (DGN files) <ul style="list-style-type: none"> * see IPLOT USER'S MANUAL h) Place TIFF files in AADD Directory <ul style="list-style-type: none"> * Path:\sv59s01\AADD * under DISTRICT=>EA=> in FINAL (date) folder 3. Design Branch (PE) sends final package to DES Estimator=> Specification Engineering 4. DES Structure Office Engineer emails transmittal memo and forms to District <ol style="list-style-type: none"> a) Transmittal memo to include location of TIFF files and any pertinent information/comments |
| Archive | DES SD or DM SM&I | <ol style="list-style-type: none"> 1. After Final TIFFs are created - places final DGN files into Rollout/AADD Directory <ol style="list-style-type: none"> a) Path:\tsv59s01\AADD b) under DISTRICT=>EA=> in FINAL DGN folder c) permissions only to SDT (7,5,0) 3. Emails Structures CADD Software Support Unit that the FINAL DGN files are ready to be locks down (archive) |
| Archive | SCSS Unit | <ol style="list-style-type: none"> 1. Structures CADD Software Support Unit locks down (archive) FINAL DGN files |
| FINAL PS&E | District | <ol style="list-style-type: none"> 1. District picks up Structure's TIFF files from the AADD Directory 2. District combines District's and Structure's plans files (TIFF) 3. District places complete project onto District's server 4. District emails DES Office Engineers that the files are ready for pick up with a copy of the notification going to DES SD or DM SM&I |
| Print Advertise | DES Office Engineer | <ol style="list-style-type: none"> 1. DES Office Engineer picks up files from District's server |

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
FINAL STRUCTURES PS&E CADD SUBMITTAL

Date: _____

ESC -OE-0021 (6/1/98) [Revised by OSD (11/4/04)]

This is a.... ☐ Original Submittal ☐ Revised or Additional Submittal ☐ Addenda Submittal

| Check One | |
|----------------------------------|---------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Metric |

| | | |
|-------------------------------|------------------------|----------------|
| District/Source/EA | District/County/Route | |
| Post Mile or Kilometer Post | | |
| Structure Project Engineer | Structure Branch Chief | |
| Structure CADD Contact Person | Public/Calnet/Fax | E Mail Address |

PROJECT IDENTIFICATION

| | | |
|-------------------------------|-----------------|-------------------|
| Node ID/Address/File Name | | |
| Directory Size (Blocks/Bytes) | Total No. Files | Total CADD Sheets |

PS&E DIRECTORY CHECKLIST

- | | |
|--|---|
| <input type="radio"/> Place Proper Signatures | <input type="radio"/> Establish Plot View for All Design Files |
| <input type="radio"/> Place Registration Seal Information | <input type="radio"/> File Design |
| <input type="radio"/> Follow Leveling Convention (As per Manual) | <input type="radio"/> Delete Unused Named Views |
| <input type="radio"/> Follow Electronic File Naming Convention | <input type="radio"/> Directory/File Protection for DES-OE Access |
| <input type="radio"/> Remove Extraneous Information | <input type="radio"/> Plot Files Rotated 0 or 90 Degrees |
| <input type="radio"/> Place All Files in PS&E Directory | <input type="radio"/> Plot Files Generated From Fenced Cut-lines |
| <input type="radio"/> Display Correct Levels in Design Files | <input type="radio"/> Display Properly |
| <input type="radio"/> Check for Current Time/Date Stamp | <input type="radio"/> Specially Added Files (list) |
| <input type="radio"/> Final Check Print Created on Current Plotting System | |

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|-------|
| _____ |
| _____ |
| _____ |

| |
|---|
| DES Engineer's Revised Submittal Approval |
|---|

(Initials)

Special Instructions :

| |
|-------|
| _____ |
| _____ |
| _____ |

| For DES Project Plans Use Only | |
|--------------------------------|----------|
| To: _____ | |
| _____ | _____ |
| Date in | Date out |

THIS FORM SHALL BE FILLED OUT BY ONLY THE DESIGNATED DRAFTING REVIEWER

District or Structures Drafting Plan Review Checklist

| | | | |
|--|---|----------------------------------|---------------------------------|
| <input type="checkbox"/> District Plans: | <input type="checkbox"/> Structure Plans: | <input type="checkbox"/> English | <input type="checkbox"/> Metric |
| Project ID _____ | Source / EA _____ | | |
| Date Reviewed _____ | Project Engineer _____ | | |
| Draft. Reviewer _____ | District OE _____ | | |

IS THIS A CONSULTANT JOB ... ☐ YES ☐ NO

TYPE OF PLANS ☐ CADD ☐ CONV ☐ MIX

TOTAL SHEETS CADD CONV OTHER

DRAFTING REVIEW CHECK RECOMMENDS...

☐ SEND PLANS TO DES WITH PS&E PACKAGE

☐ RETURN PLANS TO PE FOR ADDITIONAL DRAFTING

| TITLE SHEETS | PLANS SHEETS |
|---|---|
| <input type="checkbox"/> Seal / Signature <input type="checkbox"/> Design Oversight Approval for Consultant Projects lower left (Printed Name, Signature, Registration No., Date of Signature) and PS&E Note <input type="checkbox"/> North Arrow / Bar Scale or No Scale <input type="checkbox"/> Correct Contractor's Note (lower left) <input type="checkbox"/> Location Map indicating the appropriate county outlined / crosshatched <input type="checkbox"/> Description in accordance with Article 2-2.1 (B) of the Drafting and Plans manual <input type="checkbox"/> Leave Sheet Index blank <input type="checkbox"/> Check all lettering (14 pts.) <input type="checkbox"/> All features in Project Title must be identified on Strip Map <input type="checkbox"/> Project EA in lower right border <input type="checkbox"/> District / County and disclaimer <input type="checkbox"/> Show destinations w/arrows on Strip Map <input type="checkbox"/> Show City or County limits on Strip Map <input type="checkbox"/> Show City Names of incorporated /unincorporated areas (caps / upper / lower respectively) <input type="checkbox"/> Bridge shown by symbol, also show bridge name, type (OC or UC) and number if structure plans are included <input type="checkbox"/> Label waterways / Railroads and all relevant street names <input type="checkbox"/> Identify all signed routes on Strip Map (use no shields) <input type="checkbox"/> Show construction limits or location of construction including stationing and kilopost | <input type="checkbox"/> Check all sheets for proper drafting material (use no diazo mylar) <input type="checkbox"/> Standard Plans list (if applicable) <input type="checkbox"/> Seal / Signature <input type="checkbox"/> North arrow (use appropriate size) <input type="checkbox"/> Scale (if applicable) <input type="checkbox"/> Proper sheet identification in lower right corner including the correct sheet identification code / plan number <input type="checkbox"/> Use standard line symbology (drop-out where applicable) <input type="checkbox"/> Lettering or text (14 pts. min., drop out where applicable) <input type="checkbox"/> Drainage / profile grids (should be in drop-out) <input type="checkbox"/> Check details for reduction suitability <input type="checkbox"/> Aerial photos must be legible (remove background as necessary) <input type="checkbox"/> No link in K.P.s, sheet numbers or dates on Plan Approval line (date for engineer's completion located after their signature) and add Disclaimer Note <input type="checkbox"/> Other |

IMPORTANT

☐ Plot verification (initials)

☐ Electronic Date / Time Stamp indicate on plans

COMMENTS:

Revised 4 /1/ 96 gb